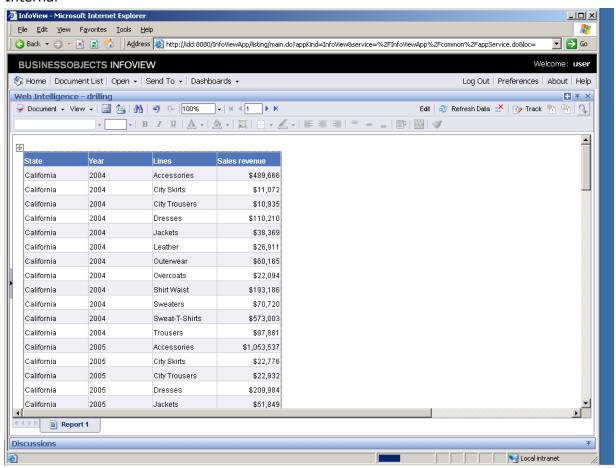


Procedure

1. Start the transaction using the menu path or transaction code.

Internal



2. Click **Drill** .

You can analyze the data in this document in drill mode.

Remember that you need the necessary access rights from your administrator to perform a drill.



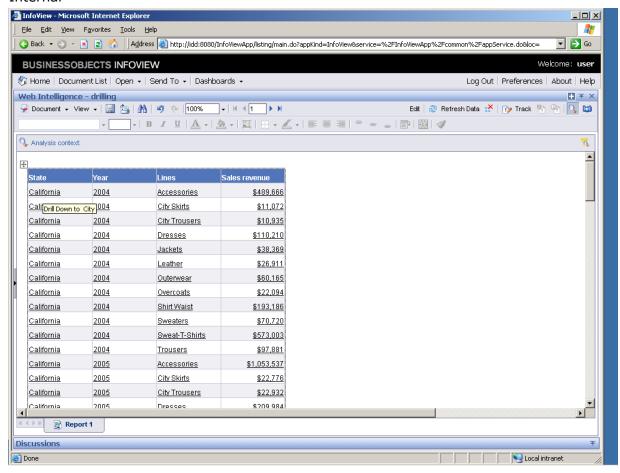
3. Press [Enter] to continue.

There are several ways to tell that you are in drill mode:

- the Drill button stays pressed down, and the Snapshot button appears on the Report Editor toolbar. This button allows you to make a copy of your analysis as you work in drill mode.
- The Drill toolbar appears. This toolbar allows you to see and change the analysis context of the report, that is, the filters that restrict the data displayed in the report.
- Table cell values appear as hyperlinks. You can click on a link to drill down to a deeper level. This allows you to view more detailed information related to a cell value. Each time you click on a link the analysis context changes.

Press [Enter] to continue.





4. Click a link labeled California.

Your next step is to drill down to see the more detailed, lower-level data for the state of California.

Note: A tooltip displays the next dimension in the drill path.

Click the **Analysis context:** drop-down list.

A new drop-down list based on the drilled down value appears in the Drill toolbar.

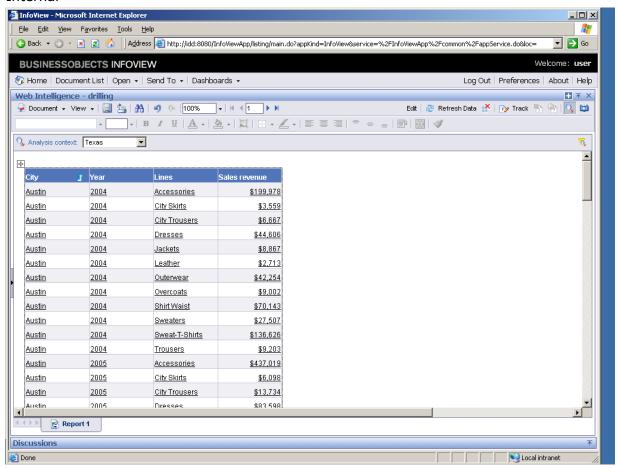


The Drill toolbar displays all active filters. In this case there is a filter restricting information displayed to that related to the state of California.

You will now drill across to display values for Texas by changing the filter.

6. Click **Texas**.

Internal



7. Click the **Drill Up** button **1**.



You drill up on a dimension value to see how the more detailed data aggregates to a higher-level result.

In this case, drilling up from the city dimension will remove the active filter and show aggregate data for states once again.

8. Press [Enter] to continue.

When you drill up or down, you move through a hierarchy one dimension at a time.

You can get another view of the data by slicing it in a different way, and then look at the data in other hierarchies.

Here, you will restrict the display to information for all stores located in California.

In the application you would right-click a California link to bring up a context menu. In this exercise, the right mouse button has been pressed for you.

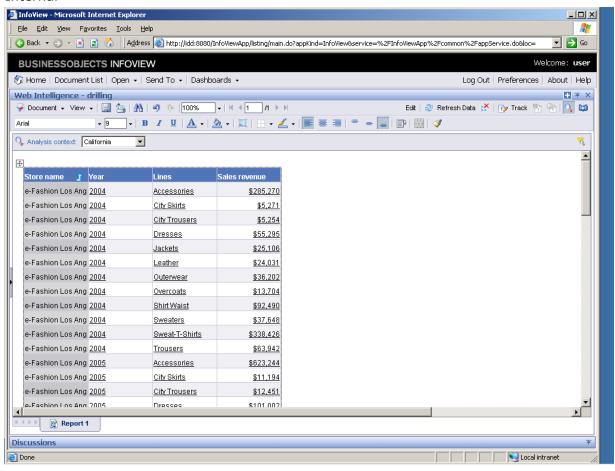
Press [Enter] to continue.

9. Click **Store name**.

Select the dimension you wish to drill on from among the choices in the *Drill By...* submenu.

A filter restricting the display to values for the state of California will be applied.





10. Click the **Drill Up** button 1.

The data is now displayed at the Store name level for the state of California.

You will now drill back up to the State level, one level at a time.

11. Click the **Drill Up** button **11**.

Data is shown at the City level.

When you click the **Drill Up** button again, the filter restricting the data to the state of California will be removed, and data for all states will be displayed.



12. Press [Enter] to continue.

Now you want to drill down on two dimensions at a time. To do this you will turn the table into a crosstab.

To simplify the crosstab display you will first remove the Lines column.

In the application you would remove the column yourself. In this exercise it will be removed for you.

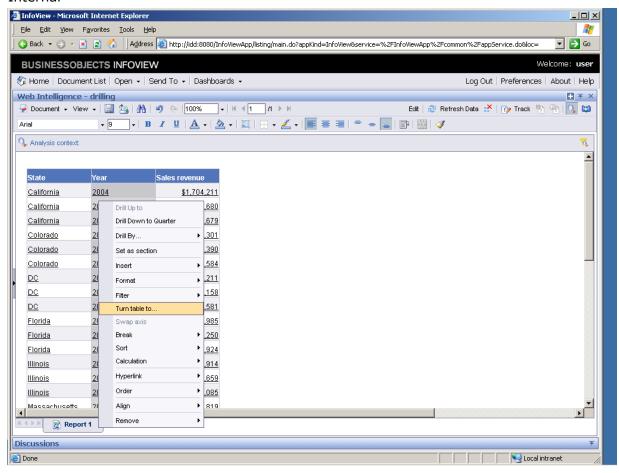
Press [Enter] to continue.

13. Press [Enter] to continue.

To turn the table into a crosstab you would first right-click anywhere inside the table to display a context menu. In this exercise, the right mouse button has been pressed for you.

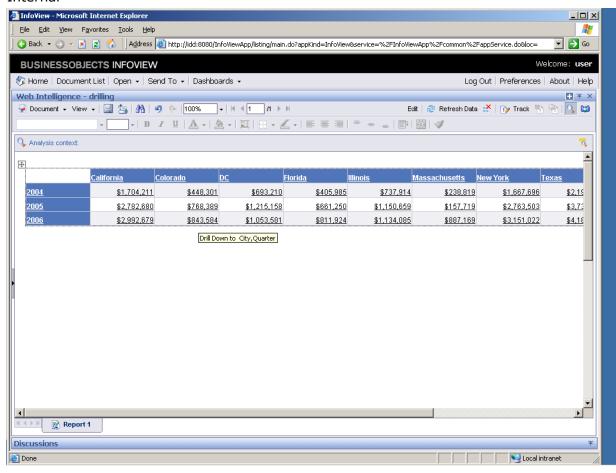
Press [Enter] to continue.





- 14. ClickTurn table to....
- 15. Click **Crosstab**.
- 16. Click OK.





17. Click the link labeled \$843,584.

The crosstab displays data concerning the sales revenue in different states for the years 2004 to 2006.

You will drill down to see details for Colorado sales revenue for the year 2006.

A tool tip, *Drill down to City, Quarter* appears. This tool tip indicates that by clicking in the body of the table, you drill down to both the Quarter level and the City level in both hierarchies at once.



18. Press [Enter] to continue.

Filters are applied restricting data to the state of Colorado for the year 2006. The crosstab displays sales revenue for each city and quarter.

Press [Enter] to continue.

19. Start the transaction using the menu path or transaction code.